

E-Mail ALPERSRU W/02

Subj: ADDITIONAL GUIDANCE FOR DEMOBILIZATION OF RESERVISTS

- Ref: (a) [E-Mail ALPERSRU S/02](#)
(b) [E-Mail ALPERSRU V/02](#)
(c) [Certificate of Release or Discharge from Active Duty, DD Form 214, COMDTINST M1900.4 \(series\)](#)
(d) [Coast Guard Pay Manual, COMDTINST M7220.29 \(series\)](#)
(e) [Source Data Automation II User Manual, HRSICINST M5231.2 \(series\)](#)
(f) [Reserve Policy Manual, COMDTINST M1001.28 \(series\)](#)

Introduction This E-mail ALPERSRU provides additional procedures for demobilizing reservists who were recalled under Title 10, U.S. Code, Section 12302.

Discussion Reference (a) provides the procedures for releasing mobilized reservists from active duty.

This ALPERSRU provides additional guidance concerning:

- Preparation of the Statement of Intent.
 - Issuance of the Certificate of Release or Discharge From Active Duty (DD Form 214).
 - Disposal of leave earned by reservists while on active duty.
 - Processing reservists who are medically unfit for separation.
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Statement of Intent It is essential that, upon notification that a reservist will be released from active duty, a Statement of Intent (SOI) transaction is prepared. The SOI ensures that the reservist is not overpaid and paid appropriate lump sum leave.

The SOI was converted to CGHRMS as announced in reference (b). The basic navigation to the SOI in CGHRMS is: Home > Administer Workforce > Administer Workforce (GBL) > Use > Career Intentions. To generate the SOI transaction, be sure to select "SOI – No Approval Process" from the drop-down menu on the SOI tab.

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Issuance of DD Form 214

All reservists called to active duty orders under Title 10, U.S. Code, must be issued a DD-214, in accordance with reference (c). A DD-214 shall be issued regardless of the duration of the active duty period.

Normally, the DD-214 is issued upon demobilization from Title 10 orders. However, if a reservist is being immediately ordered to further active duty upon demobilization, the DD Form 214 shall not be issued until the end of that additional active duty, i.e., until the reservist is separated.

Block 18 (Remarks) of the DD Form 214 shall be annotated to include the following information:

- That the reservist was recalled under 10 USC 12302 and participated in operations in response to, or associated with, the World Trade Center and Pentagon attacks of 11 September 2001.
- The reservist's duty location(s) while on active duty.
- The dates, if any, of service in a designated imminent danger pay area.
- Total cumulative career active duty service for retirement. (If 18 or more years, contact CGPC (rpm) prior to discharging the member).

Disposal of Leave

Reservists on active duty for a consecutive period of over 29 days earn leave. If the reservist is demobilized, and not immediately ordered to further active duty, the reservist must either use or sell accrued leave. If the reservist is immediately ordered to further active duty, the reservist has the option of carrying unused accrued leave forward to the consecutive active duty tour in lieu of being reimbursed for it.

Reservists who elect to use leave must use all leave not later than 30 September 2002. A reservist's orders may be extended to 30 September 2002, if needed, for leave processing. If it is necessary to extend a reservist's orders in such an instance, submit an *Amend Reserve Expected Active Duty Termination Date* (P191) transaction per page 2-B-3 of reference (e).

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**Disposal of
Leave
(continued)**

Reservists may sell leave accrued to their account as prescribed in Figures 10-1, 10-2, and 10-3, reference (d). Per section 10.A.1.a.(2), reference (d), leave accrued while serving in support of a contingency operation is not subject to the 60 day maximum on sale of leave.

Leave sold by a reservist upon release from active duty shall be recorded on the Statement of Intent and the Release from Active Duty Orders transactions as prescribed in references (a) and (b).

If, upon demobilization from Title 10 orders, a reservist immediately begins further active duty (no break in service), the reservist continues to earn leave while on such further active duty, even if the follow-on active duty period is for less than 30 days. This is because the reservist has remained on consecutive active duty. The leave earned during the follow-on active duty period plus any leave the reservist elected to carry forward to the consecutive active duty tour, shall be disposed of as follows:

If the follow-on active duty period was for a period of	And the reservist was brought onto the follow-on active duty via the following transaction	Then leave earned during the follow-on active duty is disposed of via the following transactions
Less than 140 days	Depart/Report ADT (R990) transaction iaw page 2-B-33, reference (e).	1. Stop Basic Pay, BAH Type II and BAS Entitlement (R991) transaction iaw page 2-B-44, reference (e), <u>and</u> 2. Process Lump Sum Leave Payments for Reserves (R975) transaction iaw page 2-B-26, reference (e).
140 days or greater	Report Additional Active Duty Authorized (P192) transaction iaw page 2-B-5, reference (e).	1. Statement of Intent transaction iaw reference (b), <u>and</u> 2. Release from Active Duty Orders Transaction iaw section 8-B, reference (e).

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**Processing of
Reservists
Who Are
Medically Unfit**

There are two types of situations which may arise:

- (a) A reservist may be physically fit for military duty, but require further medical evaluation or treatment prior to separation.
- (b) A reservist may be found not physically qualified for separation or retention and not physically fit for military duty.

In both of these instances, the reservist may consent to be retained on active duty pending resolution of their medical condition, or pending completion of the physical evaluation board process. PERSRUs shall coordinate such cases with their respective ISC (pf) as prescribed in section 7-E, reference (f).

Reservists who consent to be retained on active duty shall be continued under their original Title 10 orders. If the reservist's original Title 10 orders are due to expire, the PERSRU shall extend such orders by preparing an Amend Reserve Expected Active Duty Termination Date (P191) transaction in accordance with page 2-B-3, reference (e).

Reservists who do not consent to be retained on active duty shall be released from active duty as prescribed in section 8-B, reference (e).

Questions

Questions may be directed to the HRSIC Customer Service Team at 785-339-3540.

Released by

Internet release authorized.


H. W. HEINEKEN
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